



TOWN OF LA POINTE  
MADELINE ISLAND

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**JOB ANNOUNCEMENT**

**AIRPORT MANAGER**

Location: Town of La Pointe, WI (Madeline Island)

Hours: Average of 7-10 hours per week (flexible schedule)

Reports to: Town Administrator

**Job Summary:** The Airport Manager operates independently under the general supervision of the Town Administrator and is responsible for directing and coordinating the functions of the airport to ensure efficient, safe and economical operations. This includes: checking runway lighting and issuing NOTAMs on a daily basis, checking the runway/taxi area and the AWOS system regularly, monitoring tie-downs and parking and collecting fees, and keeping the pilots' lounge and washroom clean and stocked on a regular basis. The Airport Manager must submit monthly reports to the Town Board

**Requirements:** A successful candidate must have knowledge of airport maintenance needs, and of federal, state and local rules and regulations affecting airport operations. He/she must have the ability to communicate effectively, to work cooperatively with the public and airport users, and to address problems in a timely and effective manner. The successful candidate must pass a background check.

**Compensation:** \$550/month

Please complete a job application form found on the Town of La Pointe website at <http://www.townoflapointewi.gov/postings-notices-announcements> (both page 1 and page 2) and submit it to the Town Administrator at the address below by **3:00 p.m. on November 30, 2016**.

For more information, or to have the job application form emailed or mailed to you, please contact:

Lisa Potswald, Town Administrator  
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lapointeta@cheqnet.net